



Candidate Information

Position:	Business Engagement and Employability Manager
School/Department:	Queen's Management School
Reference:	23/110584
Closing Date:	Monday 13 February 2023
Salary:	£43,414 - £53,353 per annum
Anticipated Interview Date:	Monday 6 March 2023
Duration:	Permanent

JOB PURPOSE:

Reporting to the School Manager and working with colleagues in the Public Engagement, Careers, Employability & Skills and the Business Alliance Unit, this role is designed to enhance existing and identify new relationships with business and multinational organisations. The post holder will have responsibility for establishing and developing strategic relationships and partnerships between QMS and the business community. The role will monitor and enhance QMS governance and infrastructure to create an account-based partnership approach across the school. The post holder will support the Academic Director of Business Engagement to devise and support strategies to grow our portfolio of multinational partnerships.

MAJOR DUTIES:

1. To contribute to the strategic direction of QMS by:
 - shaping the team's interaction with large and multinational organisations,
 - embedding an account management culture within the team,
 - leading the management of relationships with large and multinational partners.
2. Relationship management, both in terms of network-building and gathering intelligence to identify new opportunities, and in building and maintaining strong relationships with academic colleagues in the school.
3. To work collaboratively with colleagues in Careers, Employability & Skills, Public Engagement, Development and Alumni Relations and Business Alliance to ensure a strategic and joined up approach to engaging with employers and to ensure a co-ordinated approach, looking for synergies and delivering services based on employer and student need.
4. To develop an appropriate governance model to support growth in partnerships, create further transparency and drive efficiency in business collaboration.
5. Develop QMS business partnerships framework model to support the implementation and maintenance of systems and procedures to track, manage and nurture a collaborative engagement model for business activities across the school.
6. Responsible for managing the Business Engagement & Employability Team to ensure creative problem-solving and delivery of objectives and targets.
7. To develop strategic partnership links in order to enhance QMS and QUB reputation and rankings nationally and internationally.
8. To foster relationships with business partners to provide sponsorship opportunities for QMS.
9. Work with QMS existing local stakeholders and further develop relationships while identifying collaboration opportunities with the business community, professional bodies and networks.
10. Strategically lead business engagement priorities as agreed by QMS Senior Management Board and Business Engagement Committee.
11. Embed business consultation with curriculum design and coordinate the delivery of the consultation process.
12. Develop networking opportunities for cooperation with the business community and alumni network including school-led events to encourage innovation and collaboration with academics and students.
13. Lead the business engagement events and programmes calendar, to ensure school representation at strategically important business events.
14. Lead and evaluate business marketing and communications activities, co-developing content with the QMS Marketing & Communications Officer including events, publications, sponsorships, website, and social media.

15. Responsible for planning, managing monitoring and reporting against agreed strategy and budget.
16. To evaluate the impact of business engagement activities, providing recommendations/solutions as appropriate.
17. Identifying additional service requirements and designing the delivery of innovative solutions to maximise business engagement quality, efficiency, and continuity.
18. To undertake other duties as required that fall within the general ambit of the post.

ESSENTIAL CRITERIA:

1. A Primary Degree and a minimum of 5 years recent experience relevant to the role to include:
 - Excellent knowledge of Business Engagement strategies and the context for their development.
 - Demonstrable record of accomplishment of initiating, developing, and managing corporate partnerships.
 - Experience of managing staff and leading a large team to ensure creative problem-solving and delivery of objectives and targets.
 - Understanding and experience in contract development and negotiation to support Business Engagement and Partnerships Or substantial experience in the areas outlined above.
2. Demonstrable relationship management experience including experience using CRM (Customer Relationship Management).
3. The ability to think strategically and experience in both planning and leading delivery against a range of priorities and targets.
4. Excellent interpersonal and communication skills, including the ability to contribute fully and proactively as part of a team.
5. Able to communicate effectively through presentations to large and small groups.
6. Excellent IT skills to support the effective collection, analysis, and communication of data.
7. Ability to produce and analyse information to inform complex management decisions, solve problems and provide sound advice and guidance.
8. Adaptable, flexible, and emotionally robust to deal positively with a changing environment.
9. Ability to produce accurate work, under pressure and within agreed deadlines.
10. Flexibility and willingness to work irregular hours on an occasional basis and the requirement to travel where necessary.
11. Committed to providing a high-quality customer-orientated service.
12. Commitment to continuing professional development for self, team and others.
13. Ability to maintain strict confidentiality.

DESIRABLE CRITERIA:

1. Postgraduate or professional qualification in a relevant discipline.
2. Salesforce Experience
3. Experience in using University systems.
4. Experience in setting up and developing systems to monitor engagement, such as a customer relationship management system.
5. Experience managing projects and using project management tools.
6. Experience of working in an HE/FE or similar environment.